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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 3335.1G**

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## **Subject: Internal Placement of NASA Employees**

**Responsible Office: Office of Human Capital Management**

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## **PART II. Chapter 4. Program Implementation**

### **4.1 Source of Eligibles**

NASA employees in grade levels GS-9 and below or equivalent, who are serving under the following appointments, are eligible:

- a. Career or career-conditional appointments.
- b. Term appointments, where the employee meets the requirements for conversion under the NASA Flexibility Act of 2004.
- c. Veterans Readjustment Appointments (VRA) - If selected, the appointee will remain on the VRA, but the initial training plan will be terminated, and a new upward mobility training plan will be developed at the time of selections. The appointee will remain on the VRA until completion of the required 2 years of service necessary for conversion to competitive status.
- d. Excepted appointments under Schedule A 213.3102(u) (severely handicapped) and (t) (mentally retarded) and Schedule A 213.3102 (gg) (persons with psychiatric disabilities) - If selected, employees will remain under the Schedule A appointment until they have completed the required 2 years of service necessary for conversion to competitive service.

### **4.2 Area of Consideration**

The minimum area of consideration for positions advertised under this program will be NASAwide, unless otherwise specified in the announcement. The basis for a decision to use a smaller minimum area must be documented in the case file.

### **4.3 Qualification Requirements**

Office of Personnel Management (OPM) general and specialized experience requirements will be waived for entry-level upward mobility positions. However, applicants must meet time-in-grade and time-after-competitive appointment requirements. Applicants will be evaluated on their possession of the competencies as described in the major duties portion on the announcement. Selected employees will be laterally reassigned to the position as announced or must accept a downgrade (with highest previous rate protection or retained pay as appropriate).

### **4.4 Announcing The Position**

4.4.1 All positions to be filled under the Upward Mobility Program will be announced on a case-by-case basis. Like positions requiring the same skills or competencies and being filled at the same grade level may be advertised and filled using the same announcement.

4.4.2 Each Upward Mobility Program announcement must identify the Upward Mobility Program component

(STEP/GO), the area of consideration, and the eligibility requirements. In addition, each announcement will state that all OPM general and specialized experience requirements will be waived for entry into the entry-level position and will identify the competencies within the duty statement on the announcement against which the applicant will be rated. Also included will be the duties and location of the position, identification of the target level and full performance level of the position, and whether or not promotion to the full performance level will be made noncompetitively.

4.4.3 The announcement should be posted in a location known and available to employees and for a sufficient length of time to allow employees to apply.

## 4.5 Application Procedures

### 4.5.1 General Procedures

4.5.1.1 A résumé is required for all positions filled under NASA STARS. Optional application forms, such as the Optional Application for Federal Employment (OF-612) will not be accepted under NASA STARS.

4.5.1.2 Applicants should indicate their performance rating of record on their résumé under the ?Additional Information? section of the Resume Builder.

4.5.1.3 In accordance with NASA STARS procedures, applicants are strongly encouraged to electronically submit their résumés, but may submit a hard copy if electronic access is not available.

### 4.5.2 Acceptance of Applications

4.5.2.1 Résumés must be received by midnight, central time, on the closing date of the announcement.

4.5.2.2 The Center?s Human Resources Officer (or designee) may grant an extension of the application deadline if circumstances warrant. All applicants who are known to be in like circumstances must be granted the extension. All decisions to extend the closing date must be documented in the case file.

4.5.2.3 It is the applicants? obligation to present their qualifications for the position. Individuals who submit some, but not all, required information will be ineligible for consideration for the position.

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